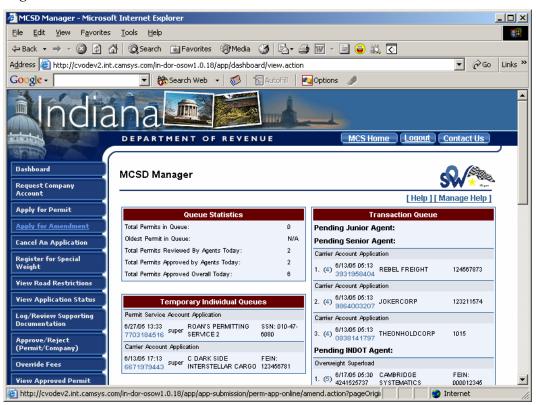
# 3.8 AMENDING AN EXISTING PERMIT

There are cases where once a permit has been approved, a change must be made to the permit. When possible, the system will allow the user to amend an issued permit. If a permit has been approved but not yet paid and issued, the payment must take place before the permit is amended.

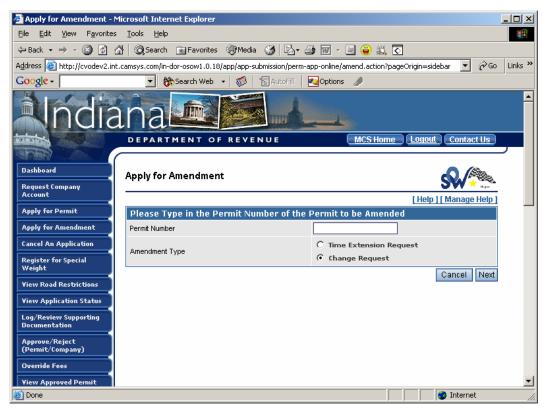
### Screen 1: The User's Home Page

If you have the appropriate security privilege, you will have a menu option named "Apply for an Amendment" on the left side of the screen. The relative position of the menu option will differ by user. Click on this menu option to begin.



#### Screen 2: Permit Identification

On the next screen, the user is asked to enter the transaction number for the issued permit that is to be amended. The user also is asked for the type of amendment. Time extensions are only provided for trip permits.



Click the "Next" button to continue.

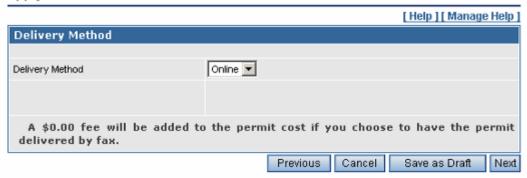
## **Permit Changes**

Based on the type of permit previously purchased, over the next screens the system will provide the data entry screens for the fields that are allowed to be changed. The screens are identical to those for the application process – the only difference is that the system knows that this is an amendment and will prevent fields to be changed if inappropriate.

#### **Time Extensions**

For a time extension, enter the permit number and select the time extension amendment type. Click the "Next" button. The following screen will be presented.

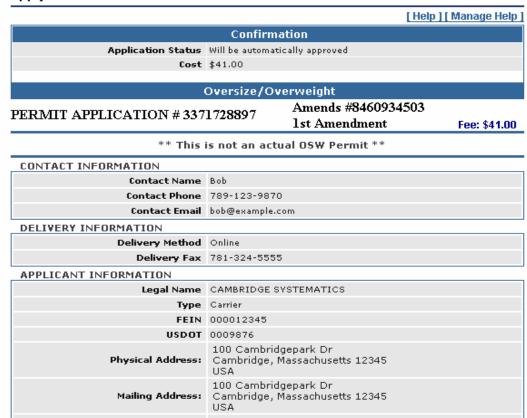
#### Apply For Amendment

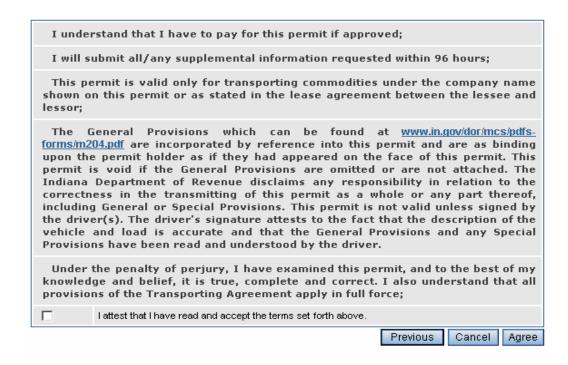


You will be able to specify that your amendment be delivered online or via fax. Click the "Next" button to continue.

The next screen will display the amendment details at the top, and at the bottom, you will be asked to agree to the conditions.

#### **Apply For Amendment**





Accepting the terms (small checkbox at the bottom left of the screen) and clicking the "Agree" button will display the successful submission screen. At this time, you will be directed to pay for the amendment.

#### Refunds

The refund for an amendment is based on the difference in cost between the original permit and the amendment. To access a refund voucher to obtain a refund, go to View an Issued Permit or Download and Print PDF Permit Image to find the permit. If the permit has a refund, it will be displayed as a negative amount in the fee column as shown below.

### **Issued Permit Applications**

[ Help ] [ Manage Help ]

Click on the Permit Application's Transaction Number to see details.

Download the General Provisions.



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The negative fee amount is a link to a refund voucher. Clicking on the link will bring up the refund voucher in a separate window. The voucher will be prepopulated with the company information, the reason for the refund (in this case, oversize/overweight permit amendment), and the total amount of the refund. The voucher must be printed, signed, and mailed to the Department of Revenue.